



Post Date: March 6, 2014
Removal Date: April 3, 2014

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: City Planner

DEPARTMENT: Economic Development/Planning Department

HOURS: 40 Hours per Week

SALARY: Grade 13 (\$32,476.08 - \$54,612.52)

DUTIES: The position of City Planner operates under the general supervision of the Director of Economic Development/Planning. The position requires a professional with well-developed skills in development services, planning, zoning, researching, completing reports, making presentations, an understanding of economic development and a commitment to best practices and problem-solving in a team-oriented environment.

CIVIL SERVICE MINIMUM QUALIFICATIONS: Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; and have a valid driver's license.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from an accredited college or university with a Bachelor's degree in Urban and Regional Planning or a closely related field with a minimum of two (2) years' experience in planning, zoning administration or community development. An American Institute of Certified Planners (AICP) certification is preferred but not required.

REQUIRED DOCUMENTS: Applicant must provide proof of Bachelor's Degree in Urban and Regional Planning or a closely related field or provide a valid copy of his/her transcript to verify coursework. If applicant is an elector of a county outside of the State of Mississippi; proof of voter registration is required.

(Job description with minimum requirements attached.)

INTERNAL APPLICANTS: Please contact Venice A. Barnett, Human Resources Generalist at Gautier City Hall.

EXTERNAL APPLICANTS: Applications may be downloaded online at www.gautier-ms.gov and are available in person at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553; for more information on how to apply, please call (228) 497-8000 ext. 308

APPROVED by: *Venice A. Barnett, HR Generalist*

XC: Civil Service Commission (3)
City Clerk Department
Economic Development/Planning Department
Executive Department
Finance Department
Fire Department (3)
Human Resources Department
Police Department
Public Works Department (2)
<https://www.planning.org/jobs/post/cart.htm>
<http://www.wlox.com/category/92938/local-jobs>

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.



CITY PLANNER

Department: Economic Development/Planning
Reports To: Director
Competitive (Y/N): N

Pay Grade: 13 (Schedule 2080)
Exempt (Y/N): Y

SUMMARY:

The position of City Planner operates under the general supervision of the Director of Economic Development/Planning. The position requires a professional with well-developed skills in development services, planning, zoning, researching, completing reports, making presentations, an understanding of economic development and a commitment to best practices and problem-solving in a team-oriented environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

The position of City Planner will include, but is not limited to, the following duties:

- Maintains a thorough knowledge of the zoning, subdivision, and other development codes of the City of Gautier and State of Mississippi and the City's Strategic Plan and Comprehensive Plan.
- Provides technical information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to property owners and the development community.
- Assists with site plan reviews and field inspections on all projects assuring for compliance with zoning ordinances.
- Addresses conflicts, researches alternatives and recommends solutions in a collaborative and problem solving approach.
- Processes zoning, subdivision and land use applications, prepares staff reports and makes presentations to boards, commissions, civic groups, general public and functions as part of the Plan Review Team.
- Interacts with the public in a professional and engaging manner.
- Functions as the staff secretary to the Planning Commission, Technical Review Committee, and the Historic Preservation Commission, reviewing all application material, preparing legal notices and agenda packet material, making presentations, and providing Boards with procedural guidance.
- Conducts technical research studies, prepares statistical reports and recommendations for drafting or revising zoning ordinances, local legislation and plans, projecting trends, monitoring social-economic data, etc. Assists in the economic development issues of the city.
- Enforces local ordinances and interprets city codes and master plans.
- Manages walk-ins and phone calls, answering questions and providing clarification to local citizens inquiring about local planning and zoning regulations and ordinances utilizing best practices.
- Assists with updating and implementing the Comprehensive Plan, Unified Development Ordinance, and other neighborhood plans in conjunction with other City staff and consultants.
- Serves on committees as needed.
- Attends meetings as the City's representative, provides information and gathers insights regarding special or prospective projects.
- Coordinates neighborhood meetings to assist groups with developing achievable goals and objectives. Assists with identifying community-level grants and sources for partnerships.
- Performs effectively as a member of a team in carrying out the City of Gautier's stated vision, Strategic Plan, mission and values assuring for professionalism.
- Focuses on quality customer service with a "one-stop shop" approach and promotes a development review process in a manner that maximizes collaboration and efficiency.
- Maintains awareness and works toward a spirit of cooperation and communication with co-workers and all departments within the City of Gautier assuring for professionalism and courtesy.
- Attendance is an essential function of this position.
- Performs any other duties as assigned by the Department Director.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Thorough knowledge of land use, zoning laws and comprehensive plans, including their information, adoption and enforcement.
- Oral and written communication and interpersonal skills to explain rules and procedures clearly to the public.
- Problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Knowledge of effective writing techniques.
- Strong interpersonal skills are essential to maintain effective working relationships with others.
- Work requires significant independent judgment and initiative in complex issues that must meet professional standards as well as state and local regulations.
- Work requires thorough knowledge of local, state, and federal laws, regulations, zoning, land use, and other ordinances and codes, of the principles and practices of land use planning.
- Work requires thorough knowledge of governmental laws, programs, and services pertinent to the development and planning processes.
- Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and City officials, and the general public is necessary.
- Ability to prepare comprehensive reports and studies and to express ideas effectively in oral and written forms and make effective public presentations is essential.
- Extensive knowledge of planning programs and processes and economic development.
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.
- Ability to concentrate, perform accurately and work under stress of deadlines.
- Ability to react to change productively and handle other tasks as assigned.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions. Average exposure to heights, work safety hazards, chemicals and fumes and accessibility of all work sites required for this position.

MENTAL AND PHYSICAL DEMANDS: The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception. The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds. He/she is required to have above average memory, complexity of decision-making, timed pressure of decision-making, analytical thinking, conceptual thinking and have the ability to be flexible, innovative and collaborative.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree in Urban and Regional Planning or a closely related field with a minimum of two (2) years' experience in planning, zoning administration or community development. An American Institute of Certified Planners (AICP) certification is preferred but not required.

REQUIRED LICENSES AND CERTIFICATES:

- Must maintain a valid Mississippi driver's license.
- Possession of or ability to obtain AICP certification.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

CITY OF GAUTIER SCREENING SCHEDULE

CITY PLANNER (Economic Development/Planning Department)

Advertise March 6, 2014 – April 3, 2014

Post March 6, 2014

Cut-Off Date April 3, 2014
(Application is to be submitted to Human Resources by 5:00 P.M.)

Eligibility List Compiled April 7, 2014
(Applicant to Call (228) 497-8000 ext. 308 from 2:00 p.m. – 4:00 p.m. for Eligibility Determination)

Civil Service Receives Eligibility Listing April 10, 2014

Interviews TBA